



DEPARTMENT OF HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF HEALTH CARE SERVICES	RELEASE DATE:	Monday, June 10, 2013
POSITION TITLE:	Chief, Fiscal Forecasting Branch	FINAL FILING DATE:	Monday, June 24, 2013
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	05292013_1

POSITION DESCRIPTION

The Chief plans, organizes, and directs the activities of the Fiscal Forecasting Branch (FFB). The Chief, FFB, is responsible for all functions of the branch, including; (1) preparation of two estimates of current year and budget year Medi-Cal and California Children's Services, Child Health and Disability Prevention Program and Genetically Handicapped Persons Program (Family Health) assumptions and expenditure forecasts annually; (2) fiscal analyses of all legislative bills, regulation changes, proposed policy changes, and federal Medicaid changes potentially impacting Medi-Cal and Family Health local assistance expenditures; (3) preparation of Medicaid federal grant award requests and supplements; (4) monitoring actual versus budgeted Medi-Cal expenditures and advising the Director of the need for any corrective actions; (5) establishing and monitoring annual allocations for county eligibility determination costs and setting performance standards for county workloads; and, (6) providing technical support services and consultation to the Medi-Cal program.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Extensive knowledge of statistical and fiscal forecasting techniques, the Medi-Cal and Family Public Health Programs, and the State's budgetary process.
- A working knowledge of the legislative processes, specifically those that pertain to fiscal matters impacting state operations.
- A good understanding of the State's Medi-Cal fund management practices and processes, especially in a multi-fund environment.
- Demonstrated management skills necessary to lead, motivate, and develop staff.
- Demonstrated ability to advise, consult, and work cooperatively with departmental staff as well as legislators, the federal government, and other public and private agencies.
- Demonstrated ability to communicate effectively and to present logical and convincing arguments.
- Demonstrated ability to make both planned and impromptu presentations before a group of individuals on diverse, complex, and highly sensitive issues.
- Working knowledge of personnel and labor relations policies and practices.
- Understanding of, and commitment to, the effective implementation of the State and departmental equal employment policies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Fiscal Forecasting Branch**, with the **DEPARTMENT OF HEALTH CARE SERVICES**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of a Supplemental Application. Applicants are required to respond to the following five supplemental items. These supplemental items are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the CEA 3 level. Responses to the supplemental items will be assessed based on pre-determined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that which is required under the minimum qualifications.

Each applicant for this examination must complete and submit his/her responses to all five supplemental items that follow. Supplemental responses and the application must be postmarked,

personally delivered, or received via interoffice mail by the final filing date. APPLICATIONS RECEIVED WITHOUT RESPONSES TO THE SUPPLEMENTAL ITEMS WILL BE REJECTED.

When responding to the supplemental items, applicants must follow these guidelines:

- * Responses must be typewritten or generated by word processing on 8 1/2" x 11" paper, using no smaller than a 12 point font.
- * Responses must be limited to one page per item.
- * Identify each page with his/her full name.
- * Responses are to be complete, specific, clear, and concise.
- * Answer each numbered item separately indicating the corresponding item number for each response.

SUPPLEMENTAL APPLICATION ITEMS:

1. Describe your ability, including leadership techniques, for organizing and motivating groups and/or employees, directing the work of multidisciplinary professional and administrative staff, and dealing effectively with a variety of individuals, organizations, and state agencies.
2. Describe your ability to gain the confidence and support of top-level administrators and advise on a wide range of fiscal forecasting and budgetary policy matters.
3. Describe your experience that demonstrates your ability to analyze complex fiscal issues and recommend and communicate effective courses of action.
4. Describe your knowledge of, and experience with, fiscal forecasting systems.
5. Describe your knowledge of, and experience with, the California legislative and budgetary processes, State control agencies, and other governmental entities that are necessary for effective program implementation.

FILING INSTRUCTIONS

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted.

Interested applicants must submit:

- TWO copies of a completed Standard State Application (STD. 678)
- TWO copies of your responses to the five Supplemental Items

Applications must be submitted by the final filing date to:

DEPARTMENT OF HEALTH CARE SERVICES, Human Resources Branch
P.O. Box 997411 MS 1300, Sacramento, CA 95899-7411
Tara Jackson-Hall | 916-552-8345 | tara.jackson@dhcs.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Health Care Services, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Tara Jackson-Hall at Tara.Jackson@dhcs.ca.gov or at (916) 552-8345.

Questions regarding the position should be directed to Arleen Jacoway at Arleen.Jacoway@dhcs.ca.gov or at (916) 440-7408.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)